

|                      |  |                              |                         |
|----------------------|--|------------------------------|-------------------------|
| <b>Opening Date:</b> | May 7, 2015  | <b>Closing Date:</b>         | May 21, 2015            |
| <b>Job Title:</b>    | Courtroom Clerk/Criminal Assistant                             | <b>Position Type:</b>        | Regular Full Time       |
| <b>PIN:</b>          | 059245   | <b>FLSA Status:</b>          | Non-Exempt              |
| <b>Location:</b>     | Circuit Court for Calvert County<br>Prince Frederick, Maryland | <b>Grade/Salary Range:</b>   | J07 \$32,674 - \$38,760 |
|                      |  | <b>Financial Disclosure:</b> | No                      |

**Essential Functions:** Administratively assist the Judge throughout the day with all phases of the court assignment. Advise courtroom and office staff of any changes of the assignment. Prepare paperwork in advance as needed. Complete docket entries in compliance with the court's rulings and dispense the numerous copies of paperwork to appropriate court related agencies and attorneys of record. Be prepared to commence court prior to and beyond normal working hours. Assists when court work is completed, other clerks in the judicial section with their work to include assisting the public and answering telephone calls. Trains clerks on the complete process of being a courtroom clerk. Reviews docket entries prior to the court's review to ensure accuracy.

**Education:** High School Diploma or GED.

**Experience:** Three years of clerical experience to include: one year of experience working in a trial or appellate court.

*or*

One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

**Preferred:** Proficiency in typing, data entry or word processing. Prior experience with court procedures, court documents, and familiarity with court terminology.

**Notes:** Applicants may substitute education in any field from an accredited college or university for up to two years of the required clerical experience at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required court experience at the rate of thirty semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of court and legal terminology and the ability to correctly interpret procedures, laws, rules, and regulations. Ability to work with significant time constraints and restrictive working conditions; ability to understand and carry out complex instructions; ability to pay attention to detail and communicate effectively. Ability to compose hearing sheets utilizing proper grammar, punctuation, and spelling. Ability to communicate effectively with customers and co-workers. Math skills necessary to calculate fees. Ability to use independent judgement to discern and record pertinent information. Ability to lift up to 20 lbs. Ability to work overtime as needed. Ability to perform all essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Circuit Court for Calvert County  
Courthouse, 175 Main Street  
Prince Frederick, MD 20678  
Attn: Kathy P. Smith, Clerk of the Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**